

## LWHS PRE-ARRANGED ABSENCE FORM

### STUDENT/ABSENCE INFORMATION

Student Name	
Date(s) of Absence	
Reason for Absence	

**PARENTS AND STUDENTS:** It is important that you understand that an extended absence from school places the student at a disadvantage in meeting course requirements. Our teachers will attempt to provide appropriate assignments in as much as is practical; however, in many cases it will be impossible to replicate or replace instruction that a student has missed. Teachers are not required to provide all class assignments before student leaves.

### TEACHER INFORMATION

- Teachers please initial appropriate spaces

	1	2	3	4	5	6	7	Teacher Comments:
Based on past observations; student is responsible for making up missed work & is able to maintain grade								
Absence could adversely affect academic progress								
Student is already behind. Missing more class time is discouraged								

### FAMILY VACATION POLICY

We recognize there are many reasons why a family may choose to take their student out of school; however, Students cannot maximize their educational experience when they are absent. A significant amount of teaching and learning takes place during class time and can not be duplicated at home. Family vacations must be pre-arranged in order to be considered excused. The pre-arranged absence form **must** be completed one week prior to the absence. Failure to follow the procedures will result in the absence being reported as unexcused.

**To the PARENT/GUARDIAN/STUDENT:** Your signature indicates that you are aware of this planned absence, that you have read the above comments and have considered the effect on your student's grades and absences. Excused absences count towards the "term absences per-semester policy" for loss of credit.

Parent/Guardian Signature: \_\_\_\_\_ Student Signature: \_\_\_\_\_

Date Received: \_\_\_\_\_

**\*Students are not to interrupt classes to obtain signatures. Please return form to: Attendance Office**

**For Office Use Only: Administrator Signature:\_\_\_\_\_**